# June 12, 1998 - MINUTES

# Council on Information Management

# Virginia Geographic Information Network Division

# Virginia Geographic Information Network Advisory Board

Virginia Department of Transportation

1401 E. Broad Street

Richmond, Virginia

| | |
|---|---|
| Members Present: | John Watkins, *Chairman* |
| | Kenneth D. Barker |
| | William C. Cleveland |
| | W. Page Cockrell |
| | David R. Gehr |
| | Jean Tingler for Wayne L. Sterling |
| | Ken Anderson |
| Members Absent: | Watkins M. Abbitt, Jr. |
| | Michael D. Clower |
| | Dr. W. Mark Crain |
| | Sue D. Hansohn |
| | R. Edward Houck |
| | Brian P. McFadzen |
| | W. Tayloe Murphy, Jr. |
| | Daniel S. Shaffer |
| | N. Jerry Simonoff |
| Others | William D. Shinar, VGIN Division |

Present:        Coordinator (see attached attendance log)

The Virginia Geographic Information Network (VGIN) Advisory Board meeting was called to order at 10:10 a.m. by the Chair, the Honorable John Watkins.

**Introduction of the VGIN Coordinator**

Chairman John Watkins introduced the new VGIN Division Coordinator Bill Shinar. Mr. Shinar officially began work on May 4, 1998. In brief remarks Mr. Shinar thanked the Chairman and the Board for the opportunity to serve the Commonwealth and indicated he was excited by existing GIS related activities across the Commonwealth and looked forward to working with everyone to see that GIS reaches its full potential in Virginia.

The draft minutes of the April 2, 1998 VGIN Advisory Board meeting were approved as presented.

## VGIN WORK PLAN AND PRIORITIES

Mr. Shinar provided a set of handouts (attached) and then briefed the Board on a translation of the legislative mandates of the VGIN Division and VGIN Coordinator into a work plan focused on three key areas: Access, Data Development, and Services. Page 1 of the handout lists all the legislative mandates for the VGIN Division and Coordinator. Pages 2 and 3 of the handout describe each of the three focus areas and indicate how the individual mandates were combined to form the individual focus areas.

Mr. Shinar then identified specific action items for each of the three focus areas (handout pages 4 and 5). These action items are steps that will be required to meet the goals and objectives of each focus area and ultimately comply with the mandates of the Division and the Coordinator. In the left hand column on pages 4 and 5, Mr. Shinar listed the specific action items. They were listed in a logical sequence and by priority (within focus areas). Items, which are being worked on, are represented in bold face. In the right hand column on pages 4 and 5 specific factors and activities related to each action item were identified.

## VGIN COORDINATOR'S STATUS REPORT

Mr. Shinar briefed the Board on a number of items and activities.

## Agency Geographic Information System Reporting Requirement

Mr. Shinar indicated that legislation required that each agency and university or college in the Commonwealth report by June 30, 1998 to the VGIN Division, information on all the data which they currently use in geographic information systems (GIS). Mr. Shinar

stated there were a number of problems with fully complying with this requirement. First, VGIN was not yet prepared to efficiently handle and/or use the required information. Second, many of the agencies and universities had just completed a thorough survey for the National States Geographic Information Committee through the auspices of the staff at the Virginia Economic Development Partnership. As a result, in the letter Mr. Shinar sent to heads of each of the agencies, universities, and colleges, he indicated that VGIN would consider the organization in compliance with the June 30 reporting requirement if it had: (1) responded to the NSGIC Framework Survey; or (2) returned the reporting survey with current contact information and an indication of activity, interest, or non-interest in GIS.

Mr. Shinar indicated that in the future VGIN should develop an automated reporting methodology that would minimize the impact upon reporting organizations.

## NSGIC Framework Survey

Mr. Shinar explained the NSGIC Framework survey. The survey was not returned to EDP or VGIN but went directly to NSGIC. In order not to be redundant in his information gathering efforts and minimize impacts on surveyed organizations Mr. Shinar has asked NSGIC to provide VGIN with an early (immediate) release of the Framework Survey data. Karen Siderelis, the NSGIC board member responsible for the Survey, has indicated she will ask the board for permission to release the data to VGIN.

## Additional Activities

Mr. Shinar further briefed the Board on a number of activities.

VGIN is providing staff support to the Land Records Management Task Force (LRMTF). The LRMTF will be gathering information that includes technology and GIS assessments of at least 55 Virginia counties.

James Madison University is in contention for an FGDC Clearinghouse grant that would provide some funding to support metadata development in Commonwealth agencies. James Wilson is the contact for the grant at James Madison and has indicated his willingness to do whatever is needed to support and coordinate with existing Commonwealth metadata work. The grant award should be announced in July.

Mr. Shinar indicated the VGIN Web site needed to be updated, but remodeling in the CIM/VGIN offices and changes in staff responsibilities within CIM and the Year 2000 Project Office had limited access to the server. Mr. Shinar also indicated that any update should include some expansion and upgrading of the VGIN Home page format.

Mr. Shinar also mentioned that he was looking forward to an evaluation of metadata options for GIS in the Commonwealth. Information from federal agencies and NSGIC is being gathered for review and consideration.

Finally, Mr. Shinar provided a summary of the contacts he had made and meetings he had attended since becoming Coordinator for the VGIN Division. (See the last page of the handout).

**COMMITTEE REPORTS**

**Planning Committee.** No report.

**Standards and Policy Committee.** Mr. Anderson briefly described the Standards and Policy Committee meeting held at the University of Virginia on May 15, 1998. The primary focus of the committee's discussion had been surrounding data distribution issues including the Freedom of Information Act (FOIA) and what factors must be considered in the release of geographic data to the public.

**NEW BUSINESS**

Mr. Anderson's remarks and questions lead to a wider discussion by the Board concerning data distribution policies. David Gehr and representatives from the Virginia Department of Transportation (VDOT) described their ongoing efforts to fully evaluate the options for releasing VDOT's digital roads file. The discussion covered the full range of issues associated with data distribution (FOIA, liability protection, value added data, reproduction costs, etc.) The discussion ended with an agreement to continue when more documented information is available in the future. Mr. Shinar indicated that he would try to procure information on GIS data distribution policies in other states.

**BOARD MEETING SCHEDULE**

After discussion, the Board approved the following meeting schedule for the remainder of 1998:

> August 14 - Richmond
>
> October 16 – Tentatively scheduled for Lexington
>
> December 18 - Richmond

The next meeting of the Advisory Board is scheduled for August 14, 1998, at 10:00 a.m. at the VGIN Offices in the Council on Information Management, 1100 Bank Street, Suite 901, Richmond.

The meeting adjourned at 11:35 a.m.

<div align="right">William D. Shinar</div>

VGIN Division Coordinator

# LOG OF ATTENDEES

| Name | Company/Agency |
| --- | --- |
| Russell Minich | Timmons |
| Denis Roose | EdgeTech America, Inc. |
| David L. Phillips | UVA |
| Stan Hovey | Michael Baker Jr., Inc. |
| Donna Purcell Mayes | VDOT |
| Larry Jones | VDOT |
| Dave Wyant | VDOT |
| Pete Kolakowski | VDOT |
| Tim Klinker | VDOT |